

Change Preferred Name on Workday HTML Accessible Version

From the Home page select {Link} Personal Information

Select {Link} Preferred Name under the Change category, this will display:

Change My Preferred Name: Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Checkbox} Use Legal Name As Preferred Name (checked) {Button} [Validate]

Country (required): United States of America

Preferred Name

Prefix:

First Name (required): Jane

Middle Name: S

Last Name (required): Smith

Suffix:

Review this Task

Employee's Photo (Jane S. Smith (W2005499)[C])

{Text Input} Comment:

{Buttons} [Submit] [Save for Later] [Cancel]

Uncheck the {Checkbox} Use Legal Name As Preferred Name.

Select the {Button} [Validate]

When Use Legal Name As Preferred Name is unchecked, the fields can be edited.

Select the {Button} Country

This field is pre-filled with United States of America {Link} Remove United States of America

A list of all countries will be displayed along with a Search box.

Select your Country with a radio button, for example: United States of America

Select {Button} [Prefix], screen will display:

Select Value for Select

{Text Input} Search {Button} [Search]

All

{Radio Buttons}

Dr.

Fr.

H.

Miss

Mr.

Mrs.

Ms.

Prof.

In this example {Radio Button} Dr. was selected.

Select {Text Input} First Name (required), enter name, "Janie" was entered

Select {Text Input} Middle Name (if applicable) text input field, enter name no middle name was entered

Select {Text Input} Last Name, enter name "Smith" was entered.



Select {Button} [Suffix], this will display:

Select Value for Select
{Text Input} Search {Button} [Search]

All

I

II

III

IV

Jr.

Sr.

V

VI

In this example, {Radio Button} “Jr.” was selected.

There is a comment field (not required), if used this text field must use the {Button} [Validate]

Submit the Update

To complete the update use the {Button} [Submit] this will display:

You have submitted: Preferred Name Change: Jane S. Smith (W2005499)[C] {Link} Related Actions for Preferred Name Change: Jane S. Smith (W2005499)[C] {Link} Preview for Preferred Name Change: Jane S. Smith (W2005499)[C]
Page was saved successfully

Next Steps

Event:

Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator

Security Group: HR Coordinator {Link} Related Actions for HR Coordinator

Do Another: {Link} Change My Preferred Name

Details and Process

For:

Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Overall Process:

Preferred Name Change: Jane S. Smith (W2005499)[C] {Link} Related Actions for Preferred Name Change: Jane S. Smith (W2005499)[C] Preview for Preferred Name Change: Jane S. Smith (W2005499)[C]

Overall Status: In Progress

Due Date: 08/12/2015

Details

Worker:

Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Change From

Country:

United States of America {Link} Related Actions for United States of America

Prefix: Dr. {Link} Related Actions for Dr.



First Name (required): Janie
Middle Name: (blank)
Last Name (required): Smith
Suffix: Jr. {Link} Related Actions for Jr.

Change To
Country:
United States of America {Link} Related Actions for United States of America

Prefix: Dr. {Link} Related Actions for Dr.
First Name (required): Janie
Middle Name: (blank)
Last Name (required): Smith
Suffix: Jr. {Link} Related Actions for Jr.

Process
{Button} Sort {Button} Export 'Process History' items to Excel
Process History – 1 item

Process: Preferred Name Change {Link} Related Actions for Preferred Name Change {Link} Preview for Preferred Name Change
Step: Preferred Name Change {Link} Related Actions for Preferred Name Change
Status: Step Completed
Completed On: 08/11/2015 02:31:24 PM
Due Date: 08/12/2015
Comment: (blank)

Select {Button} [Done]

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 8/20/2015